

# New Hampshire Fire Academy

## Training Schedule with Course Descriptions



New Hampshire Fire Academy Courses are free to members of the emergency management agencies and the response community. Course materials, lodging (based on the extent of student travel), lunch, and morning and afternoon refreshments are also free of charge in most cases.

The following is the proposed training activity for the 2006 fiscal year.

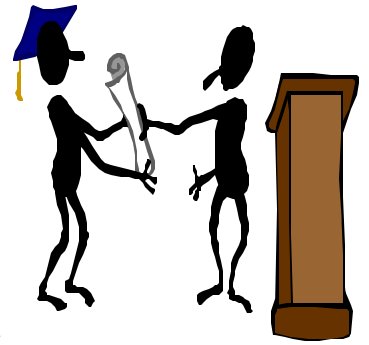
### **General Information:**

These training courses, developed and funded by the Federal Emergency Management Agency (FEMA), are available to officials from all levels of government, emergency services personnel, representatives from private sector organizations, representatives of business and industry, and others with responsibility for response to or management of resources related to emergency preparedness activities of government.

Course offerings, dates, and locations are subject to change based on student enrollment, availability of instructors, facilities, and funding. Separate mailings and Internet postings will announce any additional offerings.

Our Web Sites are:

[WWW.NHOEM.STATE.NH.US](http://WWW.NHOEM.STATE.NH.US), [WWW.STATE.NH.US/SAFETY/FST](http://WWW.STATE.NH.US/SAFETY/FST)



## Course Offerings:

(Revised 8/9/2005)

### October 2005:

- IS 242 Effective Communication, 10/25 & 26; Concord, NH

### November 2005:

- No New Hampshire classes. Happy hunting.

### December 2005:

- G 246 Disaster-Resistant Jobs Training, 12/13 & 14; Portsmouth, NH

### January 2006:

- G 249 Managing People in Disasters: A Local Perspective, 1/17-19; Wolfeboro, NH

### February 2006:

- G 191 Incident Command System/Emergency Operations Center (ICS/EOC) Interface, 2/22 & 23; Keene, NH

### March 2006:

- G 408 Homeland Security for Local Governments, 3/14-16; Manchester, NH

### April 2006

- G 290 Basic Public Information Officers, 4/18-20; North Conway, NH

### May 2006:

- G 108 Community Mass Care Management; 5/16 & 17; Plymouth, NH

### June 2006:

- G 195 Intermediate Incident Command System, 6/20 & 21; Gorham, NH

### July 2006:

- No classes

### August 2006:

- No classes

### September 2006:

- G 276 Resource Management, 9/19 & 20; Location to be determined

## Independent Study Courses:

The Emergency Management Institute (EMI) Independent Study Program currently consists of forty-six self-paced courses. The number of offerings is subject to change.

**A listing of Independent Study (IS) Courses provided by FEMA may be found at:**

**<http://training.fema.gov/EMIWeb/IS/crslist.asp>**

Individual and group enrollments are available. There is no charge for enrollment. Contact the Fire Academy or visit FEMA's website for enrollment information.

## Radiological Training:

Radiological training is available to all emergency responders as well as Radiological Emergency Response (RERP) training, which is available to appropriate communities and agencies, through the Fire Academy.

## Course Descriptions:

### **G 108 - Community Mass Care Management**

**Course Description:** This 2-day course is intended to equip emergency management staff and voluntary agency personnel with the knowledge and skills necessary to perform as effective mass care coordinators in a broad range of disaster situations. The course covers how to size up mass care needs; how to plan for mass care; recruitment, training, and exercises for mass care personnel; and actions to take in short-term and long-term mass care operations.

**Target Audience:** State, tribal, and local government emergency management and voluntary agency personnel who are involved with mass care assistance.

### **G 130 – Exercise Evaluation**

**Course Description:** This 2-day course provides knowledge and develops skills that will enable those attending to manage exercise evaluation activities before, during, and after emergency management exercises.

**Target Audience:** State, FEMA regional, and local emergency management and emergency services staff who have the responsibility of managing exercise evaluation activities associated with the overall emergency management functions or emergency services disciplines such as fire, law enforcement, public works, emergency medical services, and community service/volunteer agencies and organizations.

**Prerequisite:** Substantial knowledge of emergency operations within his/her organization and the assigned responsibility to manage the evaluation function or serve as an evaluation team leader as part of the community's exercise program.

## **G 135 – Exercise Control/Simulation**

**Course Description:** This 2-day course is designed for experienced emergency exercise staff to perform tasks as chief exercise controllers or control team leaders for emergency management exercises. Participants are challenged to examine exercise concepts and objectives, develop exercise control plans, and perform an examination of the tasks necessary to perform effective exercise control and simulation for tabletop, functional, and full scale exercises.

**Target Audience:** Emergency management/emergency services staff who have the responsibility of functioning as chief exercise controller or exercise control team leader in their respective organization's/jurisdiction's comprehensive exercise program activities.

## **G 137 – Exercise Program Manager**

**Course Description:** This 3-day course provides knowledge, skills, and job aids to assist local, state, and federal personnel in implementing their roles and responsibilities as exercise program managers. Work products developed during the course will be useful for the participant to develop or upgrade his or her comprehensive exercise program.

**Target Audience:** Anyone in emergency management who has the responsibility to initiate and/or maintain their respective organization's/jurisdiction's overall exercise program.

**Prerequisite:** It is recommended that participants have completed IS-120, *An Orientation to Community Disaster Exercises*, IS 139, *Exercise Design*, and G 130, *Exercise Evaluation*.

## **G 191 – Incident Command System/Emergency Operations Center (ICS/EOC) Interface**

This 1½-day course works best when delivered to incident command system and emergency operations center personnel from the same community. The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

**Target Audience:** Participants should be made up of incident command system and emergency operations center personnel.

## **G 195 – Intermediate Incident Command System**

**Course Description:** This 3-day course is designed for a multi-discipline audience of persons who would likely serve as supervisors in an ICS structure. Topics include organization and staffing, incident and event planning/staffing, organizing a response to an incident or a planned event, and incident resource management. The course includes group activities, a tabletop exercise, and a final examination. The content of this course is generally equivalent to NIIMS I-300.

**Target Audience:** State and local emergency management and emergency services staff who may be required to work in an ICS environment.

### **G 196 – Advanced Incident Command System**

**Course Description:** This 3-day course is designed for a multidiscipline audience of staff who would likely serve in a highly responsible role in an ICS structure. Topics include command and general staff, unified command, major incident management, area command, and multi-agency coordination. The course includes group activities, a tabletop exercise, and a final examination.

**Target Audience:** Participants who might serve in a leadership role in an ICS structure.

**Prerequisite:** Students should have a familiarity with ICS such as is provided by IS 195.

### **G 197 – Emergency Planning and Special Needs Population**

**Course Description:** This 2½-day course is intended to provide those with responsibilities for providing emergency planning or care of seniors, people with disabilities and/or special needs groups with the skills and knowledge they will need to prepare for, respond to, and recover from emergency situations.

**Target Audience:** Emergency managers, senior first responder personnel, special needs coordinators, human service organization personnel, facility planners, and any others that might be involved in any way with the planning or provision of emergency care.

### **G 202 – Debris Management**

**Course Description:** This 3-day course is designed for state and local personnel with an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event.

**Target Audience:** All people who perform emergency management functions.

### **G 230 – Principles of Emergency Management (Now an IS course)**

This Independent Study Course replaces the *Introduction to Emergency Management* course. The new course consists of four modules, which build on one another, but can be used individually. The first module includes the concepts of emergency management and its integration of systems, basic definitions, identification of hazards and their analysis, general descriptions of the four phases, and identification of resources at several levels. The second module is more detailed, encompassing the role of the local emergency manager and linking to concepts of the four phases to specific practices and information, including community hazards analysis, mitigation strategies, damage assessment, and assistance programs for recovery. The third module is more complex, addressing the coordination of various systems, networks, and agreements among various governmental and other organizations using group activities and exercises. In the fourth module the participants demonstrate their abilities to work with and apply the skills and information gained in the first three modules.

**Target Audience:** Local jurisdiction officials, emergency managers, volunteers, and other emergency service personnel who perform work using fundamental principles of emergency management or who need to expand their roles in the profession.

### **G 235 - Emergency Planning (Now an IS course)**

**Course Description:** This Independent Study Course is a redesigned planning course (in recognition of the unique hazards, resources, and circumstances of each community) for developing the expertise of community planning teams along the principles offered in *State and Local Guide (SLG) 101, Guide for All-Hazard Emergency Planning*. Participants should complete a pre-workshop self-instruction of about 2-days study and research.

**Target Audience:** All members of the emergency management team, including elected officials, heads of departments, representatives of volunteer and private sector organizations, population protection planners, operations officers, and others.

### **G 240 - Leadership & Influence (Now an IS course)**

**Course Description:** This Independent Study Course shows participants how to assess differences in personal values and interpersonal influence styles, and to apply situational leadership behaviors in emergency management.

**Target Audience:** All people who perform emergency management functions.

### **G 241 – Decision Making and Problem Solving (Now an IS course)**

**Course Description:** This Independent Study Course is set up to give practice in making individual and group decisions on a model problem-solving process.

**Target Audience:** All People who perform Emergency Management functions.

### **G 242 – Effective Communications (Now an IS course)**

**Course Description:** This Independent Study Course is designed to develop the skills of emergency managers in public and interpersonal communications. The course includes a variety of topics, and provides for practice in oral presentation.

**Target Audience:** All people who perform emergency management functions.

### **G 244 – Developing Volunteer Resources (Now an IS course)**

**Course Description:** This Independent Study Course is designed to improve participants' abilities to deal with a broad range of issues in the management of volunteers. Issues covered include identification of tasks provided by organized groups that require volunteer services, skill definition and specification of qualifications, publicity and recruitment, skill development and maintenance, and motivation strategy that promotes continued involvement and quality performance.

**Target Audience:** Local emergency management personnel who need to enhance and improve their skills in developing and managing volunteer resources.

#### **G 246 – Disaster-Resistant Jobs Training**

**Course Description:** This 2-day course is designed to highlight the need for the local business community to mitigate and prepare for disasters. Communities must protect their economic base in order to survive and thrive in the wake of a disaster. This course will help local leaders to recognize the impact of disasters on business and industry and what steps need to be taken to lessen the impact of disaster on local jobs.

**Target Audience:** This course is for economic district staff, local community leaders and business people, chamber of commerce staff, state economic development officials, and state, tribal, and local emergency personnel.

#### **G 249 – Managing People in Disasters: A Local Perspective**

**Course Description:** This 3-day course is aimed at preparing people to step in to manage and supervise in chaotic and stressful crisis situations. The package of skills offered in this course should enable an emergency manager to shift from managing a normal office environment to supervising an expanded staff in rapidly changing conditions. Major topics include communicating, community relationships, leadership, managing staff, teams, and managing the work.

**Target Audience:** Anyone who performs emergency management work.

#### **G 250.7 – Workshop: Local Situation (RAPID) Assessment**

**Course Description:** Workshop in rapid assessment of local situation after an incident to enable a community to prioritize response activities, allocate scarce resources, and request mutual aid and State and Federal assistance quickly. This course is taught in conjunction with G 270.1.

**Target Audience:** Local government emergency managers.

#### **G 270.1 – Workshop in Emergency Management: Asking for Help**

**Course Description:** This videotape and facilitator guide are designed to promote local officials' awareness of effective approaches for requesting government assistance during and immediately after disasters. Recent disasters have shown that many local officials are unsure of the size, amount, location, and type of resources needed.

**Target Audience:** Local government emergency managers.

## **G 271 – Hazardous Weather and Flood Preparedness**

**Course Description:** The National Weather Service (NWS) and FEMA developed this course with input from many states and local emergency managers. It is intended to help to promote a more proactive response to weather and flooding hazards through close coordination between emergency management and NWS.

This course covers:

- How the basic elements of weather can combine to create potential hazards in an area
- Weather forecast products and how to interpret them
- And anticipating hazardous weather for planning, warning, and response purposes.

## **G272 – Warning Coordination**

**Course Description:** This 1½ day course is the latest in the hazardous weather series produced in partnership with the National Weather Service. Topics include: The Social Dimensions of Warning Response, Developing Effective Warning Messages, Developing an Effective Community Warning Process, and working with the media to create a Weather Warning Partnership.

## **G 275 – Emergency Operations Center (EOC) Management and Operations Course**

**Course Description:** This 3-day course provides participants with the knowledge and skills to effectively manage and operate an EOC during crisis situations. The course covers many aspects of properly locating and designing an EOC, how to staff, train, and brief EOC personnel, and how to operate an EOC during various situations.

**Target Audience:** State and local individuals responsible for developing, staffing, managing, and operating an EOC. Other EOC staff are encouraged to attend.

**Prerequisites:** Successful completion of IS-275, *The Emergency Operations Center Role in Community Preparedness, Response, and Recovery Operations* is recommended.

## **G 276 – Resource Management Course (16 hours of EMS-CEU's available)**

This 2-day course provides participants with the knowledge and skills to effectively identify, develop, and manage a resource management system. The course covers aspects of how to tap into little used resources, how to develop and manage a system to better manage scarce public and private sector resources in a crises situation, and how to ask for help (the videotape and facilitator's guide for G 270.1 has been incorporated into this course).

**Target Audience:** State and local individuals responsible for effectively developing and managing a resource management system within the ICS or EOC.



## **G 290 – Basic Public Information Officers Course (24 EMS-CEU's available)**

**Course Description:** This 3-day course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, public speaking, and television interviews.

**Target Audience:** Emergency management personnel, including fire and law enforcement who have either full or part-time responsibilities for public information in their communities or departments. Individuals with considerable experience in public information may want to consider applying for a waiver to attend the *Advanced Public Information Officers* (E 388) course at EMI.

## **G 318 - Mitigation Planning Workshop for Local Government**

**Course Description:** This 2-day workshop discusses the Disaster Mitigation Act of 2000, which amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, among other things, adding a new section. 322-Mitigation Planning. This workshop assists representatives of local communities or multi-jurisdictional planning areas to develop a mitigation plan that meets the community's needs as well as Section 322 local government planning requirements as described in 44 CFR Section 201.6. This planning workshop explains each of the requirements, demonstrates how FEMA's new Mitigation Planning How-to-Guide can be used to address each requirement, and provides opportunities to begin the planning process in group activities.

**Target Audience:** Representatives of local government: elected officials, managers, planners, emergency program managers, and other staff. The workshop is also intended for community members interested in avoiding or minimizing hazard losses, who may wish to participate in the mitigation planning process.

## **G 358 - Evacuation and Re-Entry Planning Course (12 hours of EMS-CEU's available)**

**Course Description:** This 12-hour course is designed to provide participants with the knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdiction. It uses a community's vulnerability analysis and evacuation plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient.

## **G 362 – Comprehensive Emergency Management Planning (CEMPS) for Schools (8 hours of EMS-CEU's available)**

**Course Description:** This course is designed to help participants recognize the need to plan for all types of disaster. Since planning is a process, planning is included in every unit and activity. Participants completing the course will be able to explain the importance of a school emergency management program to others and to lead individuals in their schools and community through the process of developing an effective multi-hazard plan.

**Target Audience:** Anyone involved with their community's school emergency planning program.

### **G 386 - Mass Fatalities Incident Response (16 hours of EMS-CEU's available)**

**Course Description:** This course prepares local and state response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster.

**Target Audience:** The course is designed for a wide audience, encompassing the range of personnel with a role to play in a mass fatality incident. Coroners, medical examiners, funeral directors, heads of response agencies (fire, police, EMS, etc.), planner and emergency management coordinators will benefit from this course.

### **G 393 - Mitigation for Emergency Managers**

**Course Description:** This workshop is designed to train emergency managers and other interested individuals who have no specialized technical background, but can support mitigation efforts as advocates. The workshop provides activities and exercises that build the participants' abilities to: perform the tasks and responsibilities of the emergency manager's role; create long term strategies for disaster-resistant communities; identify local mitigation opportunities; select mitigation solutions to hazard risk problems; find resources to carry out mitigation activities in a post-disaster environment.

**Target Audience:** All personnel at the state or local level involved with any phase of mitigation.

### **G 408 - Homeland Security for Local Governments**

**Course Description:** This course teaches participants to evaluate, revise, or develop a homeland security appendix to their jurisdiction's existing Emergency Operations Plan (EOP). The course addresses such key issues as vulnerability analysis and command and control for homeland security events.

**Target Audience:** Local emergency planning teams that include one person from emergency management, law enforcement, fire service, public health/medical service. State personnel involved with assisting local planners are also encouraged to participate.